



## **FCC-TV Steering Committee Agenda**

**January 26, 2015**

**Oak Room, City Hall at 2 p.m.**

### **1. Opening**

### **2. Matters for Discussion (55 minutes)**

- a. Cox Franchise Agreement, PEG Portion (Cindy Mester)
- b. Review of FCC-TV management structure under PEG Channel Agreement (10 minutes)
  - i. Steering Committee Composition
    1. Proposal: Designate Steering Committee alternates
  - ii. Steering Committee Meetings
    1. Proposal: Change frequency from quarterly to monthly
  - iii. Steering Committee Duties
  - iv. Cable Coordinator (Michael Palmrose) Duties
    1. Proposed: change Cable Coordinator title to FCC-TV Station Manager to reflect current responsibilities
    2. Proposed: Monthly FCC-TV Station Manager Goals and Objectives Report
    3. Proposed: FCC-TV Staff Daily Work Summary Report
      - a. Provides accountability and transparency
      - b. Simple spreadsheet
      - c. Max 15 minutes to fill out
  - v. FCC-TV Budget Process
- c. Review of proposed 2015-2016 budget (30 minutes)
  - i. Composite budget: City and FCCAC budgets
  - ii. Operating Budget
  - iii. Capital Expenditure budget
- d. PEG Grant Purchases
  - i. Five Year Plan (Mike Palmrose)
  - ii. Strategy: Upgrading to HD
- e. FCC-TV Studio Clean Up (5 minutes)
  - i. City Government and FCCPS policies for disposing of electronics/equipment purchased with City/School funds (Susan Finarelli and John Brett)
  - ii. Volunteer clean up week needed?
- f. Additional Business or Items for Discussion
  - i. As necessary

### **3. Meeting Finalization (5 minutes)**

- a. Meeting summary
- b. Review actions to be taken
- c. Next meeting
- d. Meeting close